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2 JUN 1967

MEMORANDUM FOR: Deputy Director/PS

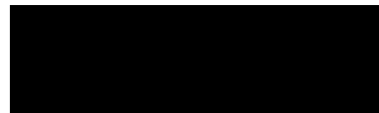
SUBJECT : Functional Statements

1. The Office of Planning, Programming and Budgeting has requested functional statements from the Office of Security for each component down to the Division level. A&TS will submit these statements in connection with the FY-1968 Operating Budget and preliminary office estimates now in the process of preparation. A copy of the functional statements submitted in September 1963 is attached (Tab A).

2. Tab B contains the functional statements of your directorate which were prepared for the Office of Security Statistical Data Book, FY-1965. Included is an up-to-date organizational chart of the Office of Security.

3. It is requested that a review be made of the functional statements in Tab B for accuracy and completeness. Please return to this Division on or before 8 June 1967.

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Deputy Chief
Executive and Planning Division

Attachments

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TAB

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT

Office of the Director

The Director of Security prepares and executes the Agency security program and performs security inspection functions.

The Director of Security recommends Agency policies relating to security, and establishes procedures for implementation; obtains and evaluates pertinent information regarding the security acceptability of personnel for employment, assignment or association with the Agency; develops and conducts internal counterintelligence programs; establishes physical security safeguards for Agency establishments; determines effectiveness with which security standards are maintained and policies are implemented and institutes or recommends, as appropriate, improvements where indicated; furnishes security advice and guidance to Agency employees.

The Director of Security conducts technical [REDACTED] programs for the Agency; provides security support to emergency planning; establishes and maintains necessary liaison with officials in other government agencies on security matters; conducts certain activities pertaining to over-all [REDACTED] program; conducts research in security fields; provides security support and trained professional security officers, as required, to Agency components and domestic and foreign installations and operations; plans, develops and conducts the safety and fire prevention programs for domestic installations and furnishes staff guidance and assistance for the development of similar overseas programs.

Executive Staff

The Executive Staff provides Office of Security support to the United States Intelligence Board and the State-Defense Military Information Control Committee; handles security support planning for war and emergency situations; conducts inspections and performs such other duties as may be assigned by the Deputy Director of Security or the Director of Security. The Executive Staff furnishes security guidance to Agency components on the release, both foreign and domestic, of classified information; prepares and coordinates Agency policies, procedures, regulations and

SEC-2
30 September 1963

S-E-C-R-E-T

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Executive Staff (Cont'd)

issuances concerning or affecting security; furnishes security policy advice on matters originating outside the Agency, such as proposed legislation and Executive Orders, and writings on, or concerning, intelligence; conducts special studies within the Agency on matters having security policy implications; maintains appropriate liaison with other government departments and agencies on matters of security policy; prepares Office of Security reports to higher authorities on such matters as production, work loads, accomplishments, objectives, etc.; administers the Office of Security emergency plans, including the Office of Security Emergency Force and the Agency Security Patrol; conducts special inspections, on a global basis, for the Director of Security; conducts studies of the effectiveness of policies, procedures, methods, techniques, practices, man-power utilization and equipment in relation to the security mission.

(1) Administration and Training Staff ✓

The Administration and Training Staff provides personnel, budget and fiscal, logistical, and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [redacted] foreign field units. It develops and implements internal administrative policies and procedures pertaining to personnel, budget and fiscal, logistical and training matters; provides personnel services to all components of the Office, including recruitment, placement, technical guidance and secretarial support for Career Service Board, and consultation with supervisors for career management and development purposes; assumes accountability for all property assigned to the [redacted] field stations and for certain technical equipment assigned to Headquarters; [redacted] and manages official office entertainment, recreational and morale activities; prepares administrative reports and studies on Office budget matters and maintains budget controls and financial records; prepares and executes the Agency Security Education Program; and administers a security training program consisting of courses in various security specialties.

SEC-3
30 September 1963

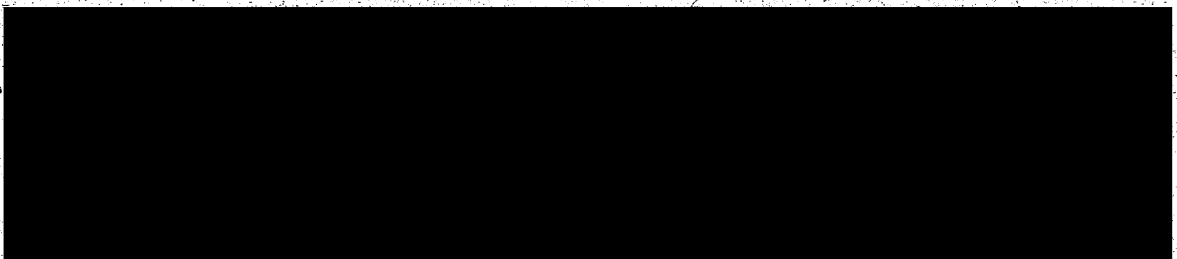
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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

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Special Security Policy and Clearance Center ✓

The Special Security Policy and Clearance Center is responsible for establishing security policy for compartmented major (TS) intelligence programs conducted by CIA and other agencies. This includes the establishment of a uniform system of security controls and other provisions for the maximum protection to intelligence sources and methods to be employed within these programs on an intelligence community wide basis. As an integral part of its functions, the Center concerns itself with the security aspects of industrial development and procurement of intelligence collecting systems, the operational utilization and/or deployment of such systems and the dissemination of collected intelligence products. In addition, the Center conducts necessary inspections on a continual periodic basis to determine compliance with established security policies.

As a separate function, the Center also maintains a master index of all persons approved for access to individual projects and resultant intelligence products and processes clearance actions, conducts security briefings and debriefings within CIA and portions of the intelligence community and supervises the establishment of and oversees the control centers for the entire community under three (3) separate control programs, i.e., operational access, product access and Special Intelligence.

SEC-4
30 September 1963

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Security Research Staff ✓

The Security Research Staff collects, develops and evaluates information for the purpose of detecting, preventing and arresting penetration of the Agency by foreign or domestic organizations or individuals whose activities may be inimical to the United States; maintains liaison with various government agencies to assure the free flow of highly sensitive information in connection with counterintelligence activities; conducts research in connection with employee loyalty cases; reviews and evaluates, on a continuing basis, security records of Agency employees to guard against penetration or defection or any association or activity contrary to the interests of the Agency; and coordinates the counterintelligence effort throughout the Office of Security.

✓ Deputy Director for Personnel and Physical Support ✓

The Deputy Director for Personnel and Physical Support assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel and physical security, safety and fire prevention, technical security and polygraph fields of security.

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Research Division ✓

The Research Division conducts security interviews utilizing polygraph and general techniques as adjuncts to personnel investigations to assist in the determination of the security acceptability of persons to be employed or associated with the Agency;

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research internally and externally in the field of polygraph techniques; determines training requirements and conducts training in polygraph techniques as required; develops and dispenses guidance regarding the application of polygraph techniques in the Agency

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SEC-5
30 September 1963

S-E-C-R-E-T

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

✓ Physical Security Division ✓

The Physical Security Division conducts research on, develops, tests, establishes, and maintains safeguards, equipment, and techniques for the protection of classified information and the prevention of physical penetration of Agency installations and activities by unauthorized persons; recommends physical security policies or regulations and monitors through inspections and investigations, as necessary, for compliance with such policies and regulations; and plans and implements the Agency safety and fire prevention program. It conducts physical security surveys and inspections of Agency installations and facilities, both foreign and domestic, as directed, and makes corrective recommendations, where indicated; conducts investigations of indicated security violations or non-compliance and makes remedial recommendations when appropriate; provides physical security advice, guidance, and support to other components of the Agency, domestic and overseas. The Physical Security Division operates the guard force and the receptionist program in Headquarters buildings; operates the identification and badging program for employees and visitors at Headquarters; provides Security Officer coverage at Headquarters on a 24-hour basis; provides miscellaneous physical services, including maintenance and repair of safekeeping equipment, changing and control of safe combinations, supervision of collection and destruction of classified waste; establishes minimum requirements for the storage and handling of classified material and monitors the compliance therewith; and maintains liaison with other government agencies and membership on the Interagency Advisory Committee on Security Equipment for interchange of ideas on development of new security equipment, such as safes, locks, entrance control systems, and intrusion alarms.

Personnel Security Division ✓

The Personnel Security Division prescribes collection requirements for information on personnel to be employed by, assigned to, or associated with, the Agency in an overt or semi-covert capacity; analyzes the reports of field investigations for overt and semi-covert personnel; approves such personnel for employment or association with the Agency or recommends disapproval from a security standpoint; performs continual research of information on persons and organizations of

SEC-6
30 September 1963

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Personnel Security Division (Cont'd)

interest to the Agency; maintains liaison with other government agencies for the exchange of personnel security information; debriefs all overt and semi-covert personnel departing for overseas assignments or terminating employment; reviews and approves or recommends disapproval, from a security standpoint, changes in assignments in personnel between major components of the Agency or between Headquarters and overseas and requests for internal clearances; gives security guidance to, and exercises controls over, Headquarters employees with regard to their participation in certain outside activities having security implications; controls liaison with other government agencies by security approving appropriate representatives of such agencies for contact; security monitors official travel to Iron Curtain countries.

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SEC-7
30 September 1963

S-E-C-R-E-T

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Deputy Director for Investigations and Operational Support ✓

25X1A The Deputy Director for Investigations and Operational Support assists the Director of Security with the preparation and execution of the Agency security program insofar as it relates to the fields of investigations and the [REDACTED] support of Agency covert operations, and is directly responsible for planning and implementing the investigations and operational support programs through the administration and direction of the Office of Security [REDACTED] offices. 25X1A

Operational Support Division ✓

25X1A The Operational Support Division supervises the conduct of [REDACTED] operational support activities required in connection with covert operations and "special inquiries". It furnishes security support, control, and guidance to special and sensitive projects of the Agency; conducts security [REDACTED] 25X1A

25X1A Security Records Division ✓

The Security Records Division provides current and long-range support to the Office of Security by the effective development, management, utilization and protection of security records and by the provision of records research and analysis services; maintains complete and current records and indices of security information on personnel and organizations of interest to the Agency and maintains liaison with other government agencies for the release of personnel security information. It initiates records processing on all overt and covert clearance and operational support requests. It receives, sorts, and distributes incoming correspondence and dispatches all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area

SEC-8
30 September 1963

S-E-C-R-E-T

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OFFICE OF SECURITY

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FUNCTIONAL STATEMENT (Cont'd)

Security Records Division (Cont'd)

and between the Office of Security and other U. S. Government agencies; operates a teletype communications system between Headquarters and [REDACTED]; operates the Office of Security reference library and controls all top secret material within the Office of Security.

Investigations Division ✓

The Investigations Division directs field investigations for the determination of security acceptability of personnel to be employed by, or associated with, the Agency; evaluates available information, and either approves or recommends disapproval with respect to the security acceptability of various categories of covert personnel. The Investigations Division supervises the conduct of investigations and checks of other government agencies conducted on all types of personnel of interest to the Agency, including those of interest to proprietary organizations and development projects; evaluates pertinent information regarding persons of covert interest and either approves or recommends disapproval of their use, conducts continual research of organizations and personalities of security significance; gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions and covert projects.

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SEC-9
30 September 1963

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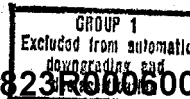
DEPUTY DIRECTOR FOR PERSONNEL SECURITY

MISSION

The Deputy Director for Personnel Security assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel security, polygraph [REDACTED] and records and communication activities, and is directly responsible for planning and implementing the programs in such fields of security. 25X1A

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RESEARCH DIVISION

I. MISSION AND OBJECTIVES

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The [REDACTED] Research Division ^{CONDUCTS} is assigned the mission

of obtaining information through the security interview ^{utilizing} and polygraph ^{and}

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associated

examination technique ^{to assist} for use by those officials charged with making

security and suitability decisions on candidates ^{to be employed or} for employment in or

Associated, or used by
use by the Agency.

The program includes the giving of such interviews and

examinations to applicants for employment, candidates for contract

association, candidates for formal assignment to CIA or to CIA

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buildings, certain contractors' personnel, [REDACTED]

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Provision is made for periodic re-interviewing

and examining.

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SECRET

PERSONNEL SECURITY DIVISION

The Personnel Security Division prescribes collection requirements for information on personnel to be employed by, assigned to, or associated with, the Agency in an overt or semi-covert capacity; analyzes the reports of field investigations for overt and semi-covert personnel; approves such personnel for employment or association with the Agency or recommends disapproval from a security standpoint or recommends referral to the Applicant Review Panel, of which Panel a member of the Personnel Security Division is a participant; performs continual research of information on persons and organizations of interest to the Agency; maintains liaison with other government agencies for the exchange of personnel security information; briefs and debriefs all overt and semi-covert personnel departing for overseas assignments or terminating employment; reviews and approves or recommends disapproval, from a security standpoint, changes in assignments in personnel between major components of the Agency or between Headquarters and overseas and requests for internal clearances; gives security guidance to, and exercises controls over, Headquarters employees with regard to their participation in certain outside activities having security implications; approves or recommends disapproval for special or codeword clearances for Agency personnel, Consultants, and others; controls liaison with other government agencies by security approving appropriate representatives of such agencies for contact; security monitors official travel to Iron Curtain

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countries; affords denied area briefings to Agency personnel, Consultants,
[REDACTED] affords these people
a denied area debriefing upon their return from these trips; maintains
liaison with various police departments, is the main component concerned
with the various problems affecting Agency employees and is the
component handling security liaison matters with the White House.

R the Personal Security Division

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SECURITY RECORDS AND COMMUNICATIONS DIVISION

I. MISSION

The Security Records and Communications Division provides current and long-range support to the Office of Security through the effective development, management, utilization and protection of security records including records research as well as records management and ADP programs for Office of Security components; maintains complete and current records and indices of security information on personnel and organizations of interest to the Agency; maintains liaison with other government agencies for the release of personnel security information; and initiates records processing on all overt and covert clearance and operational support requests. Maintains a master index of persons throughout both the intelligence community and private industry who have been approved for access to certain sensitive intelligence gathering projects and resultant products. This index also records personnel of the CIA and the Executive Office of the President who hold Special Intelligence, Q, and Cryptographic clearances. Provides a central registry for the

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Office of Security to receive, sort and distribute incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U.S. Government agencies; operates a teletype communications system between Headquarters and [REDACTED] operates the Office of Security reference library and controls all Top Secret material within the Office of Security. *If The Security Board & Committee Division* Responsible for maintaining records of 19 separate compartmented security access approvals (The majority of these are for the intelligence community on a world-wide basis, The other areas are for the Agency only, non-USIB agencies such as Presidential White House staffs and panels and the Bureau of the Budget); Monitors the policy of the [REDACTED] "T" systems regarding need-to-know and supplies raw data for quarterly White House reports on T-KH billets; Coordinates within the intelligence community on accuracy of records and reporting of procedures and clearance requests and conducts briefings on all clearances as may be required as well as the international clearances,

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